



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: September 11, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Photographic Traffic Control System Administrative Hearing Officer -Currently Advertising
 - Business Code Compliance Officer – Getting Ready to Advertise
 - IT Specialist - Getting Ready to Advertise
 - Mobile Integrated Health Paramedic -Getting Ready to Advertise.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
08-23-20 – 08-29-20	12		-	-	-	-	-

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
08/27/2020	116	83	33
08/20/2020	105	71	34

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 08/27/2020 – 09/08/2020
UTILITY PAYMENTS	1150
UTILITY NEW SERVICE	11
PERMITS COM DEV	1
COURT	142
RLC FINES	28
RLC LATE FEES	3
IMPOUND LOT FEES	17
TOWING FEES PAYABLE	17
GARAGE SALE	3
MESCELLANEOUS	146

TOTAL	1518
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Public Works

- Projects
 - The contractor for the LC-17 Flood Project is delayed in the creek bed, as it's fairly wet; however, the soils haul off is still ongoing. They are still most likely looking at a completion date at the end of September.
 - The FY 2020 Street Maintenance Project continues with the ADA ramps being constructed in the Seneca Estates neighborhood. Clark Construction will be performing the prep work necessary for the street sealcoat in Sun Valley, Monte Robles Park, and in Seneca West this week. A notice was left at each resident's door. Citizens are now able to view current capital projects, as well as those completed, by visiting the City's website at http://www.leonvalleytexas.gov/government/public_works/capital_projects.php.
 - The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. Surveying and engineering have been completed, and plans are being developed.
 - We will be starting construction of the landscaping and irrigation in the vacant lot at Peachtree and Poss this week. Tiger will be donating all of the plantings at no cost to the City.
 - The City Engineer/Architect prepared plans and specifications for the Community Center remodel. The project was scaled back and rebid, as the costs for the entire remodel were too high. This item should go before City Council on the 15th, if all references are cleared.
 - Bids have been advertised for the FY 2020-21 Grass Hill Elevated Water Storage Tank Rehabilitation Project and this item should go before City Council for approval on September 15th, once all references are checked. We expect this project to start in mid-November when water usage is lower.
 - Staff and the City Engineer are working on rewrites to the sub-division code. This should be presented to City Council in October.
 - The Crew has repaired sidewalks along Desert Sun, Forest Haven and Forest Ridge.
 - The Crew disinfected all playgrounds, restrooms, outdoor fitness equipment at all parks.
 - The Crew repaired window and door trim at the Conference Center, due to termite damages.
 - The Crew removed fence at The Ridge at Leon Valley Park.
 - The Crew repaired a main break on Poss at Bandera.
 - The Crew repaired a curb-stop break on Poss at Peachtree.
- Training
 - Staff will receive 3 hours of safety training by an OSHA certified trainer the week of September 21st. Topics will include Hazardous Communication, trenching/excavation safety, safe vehicle backing, roadway and mowing safety, and electrical safety.
 - Maintenance Crew Foreman Michael Tristan took the class to become a Licensed Irrigation Technician and is now waiting to find an open testing facility. There may be one available in Austin.
 - Training Crew Leaders on how to operate new tire changing equipment.
- Meetings/Events
 - The September 10th Park Commission meeting has been canceled.
 - Staff is attending bi-monthly webcast meetings with the United States Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek.
 - Assistant Director David Dimaline is attending monthly Technical Advisory Committee meetings for the Alamo Area Metropolitan Planning Organization.

Police Department

Please see below the information on police activity over the listed period.

- Arrest

- 8-24-20 – 7000 Forest Way – Emergency Detention – One Arrested and Released at Hospital
- 8-24-20 – 6600 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-28-20 – 6800 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-28-20 – 6600 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-28-20 – 6500 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-29-20 – 7000 Settlers Ridge – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-30-20 – 6400 Bandera Rd. – Evading in a Vehicle, Unlawfully Carry Firearm, Possession of a Controlled Substance, BCSO Warrant (2 felony) – One Arrested/Transported to Jail
- 8-31-20 – 6700 Timberhill – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-31-20 – 6600 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 8-31-20 – 6500 Bandera Rd. – Emergency Detention – One Arrest and Released to Hospital
- 9-01-20 – 6400 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 9-02-20 – 6200 Grissom Rd. – Emergency Detention – One Arrested and Released at Hospital
- 9-04-20 – 6800 Timberhill – Traffic Stop – One Cited/Released – Vehicle Impounded
- 9-04-20 – 6600 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 9-05-20 – 5900 Wurzbach Rd. – Drug Offense – One Arrested/Transported to Jail
- 9-05-20 – 5300 Wurzbach Rd. – Emergency Detention – One Arrested and Released at Hospital
- 9-06-20 – 7100 Huebner Rd. – Emergency Detention – One Arrested and Released at Hospital
- 9-06-20 – 6400 Bandera Rd. – One Felony Warrant – One Arrested/Transported to Jail
- 9-06-20 – 6100 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- Significant Calls
 - 8-24-20 – 6800 Bandera Rd. – Theft
 - 8-24-20 – 6400 Bandera Rd. – Burglary of Coin Operated Machine
 - 8-24-20 – 6200 Evers Rd. – Crash/Hit and Run
 - 8-24-20 – 5400 Bandera Rd. – Crash/Hit and Run
 - 8-24-20 – 6600 Bandera Rd. – Crash
 - 8-24-20 – 5600 Evers – Alarm
 - 8-24-20 – 4700 N.W. Industrial – Crash
 - 8-24-20 – 6600 Bandera Rd. – Alarm
 - 8-24-20 – 6000 Grissom Rd. – Suspicious Vehicle
 - 8-24-20 – 5900 Wurzbach Rd. – Disturbance
 - 8-24-20 – 6500 Hoofs Ln. – Suspicious Vehicle
 - 8-24-20 – 7200 Bandera Rd. – Suspicious Vehicle
 - 8-24-20 – 7000 Settlers Ridge – Alarm
 - 8-24-20 – 6200 Grissom Rd. – Disturbance
 - 8-24-20 – 6500 Charles Field – Disturbance
 - 8-24-20 – 5900 Wurzbach Rd. – 911 Hang-Up
 - 8-24-20 – 6300 Bandera Rd. – Crash
 - 8-25-20 – 6400 Timberhill – Assist SAPD with a Shooting
 - 8-25-20 – 6600 Peachtree – Patrol by
 - 8-25-20 – 5500 Bandera Rd. – Burglary of a Vehicle
 - 8-25-20 – 5000 Timberhill – Disturbance
 - 8-25-20 – 5900 Bandera Rd. – Violation of a City Ordinance
 - 8-25-20 – 7299 Forest Meadow – 911 Hang-Up
 - 8-25-20 – 6800 Sawyer Rd. – Crash
 - 8-25-20 – 6800 Bandera Rd. – Crash
 - 8-25-20 – 5900 Wurzbach Rd. – Assault Family Violence
 - 8-25-20 – 5600 Evers Rd. – Welfare Check
 - 8-25-20 – 5900 Trone Trail – Theft
 - 8-25-20 – 6200 Grissom Rd. – Burglary of Vehicle
 - 8-25-20 – 5400 Grissom Rd. – Theft of Vehicle

- 8-25-20 – 5600 Evers Rd. – Theft
- 8-25-20 – 5900 Wurzbach Rd. – Crash
- 8-25-20 – 5600 Bandera Rd. – Crash
- 8-25-20 – 6000 Grass Hill – Abandon Vehicle
- 8-25-20 – 5600 Bandera Rd. – Crash
- 8-26-20 – 5600 Bandera Rd. – Crash/Hit and Run
- 8-26-20 – 5900 Bander Rd. – Crash
- 8-26-20 – 6800 Bandera Rd. – Burglary
- 8-26-20 – 7400 Highstepper – Disturbance
- 8-26-20 – 6700 Poss Rd. – Violation of a City Ordinance
- 8-26-20 – 6700 Criss Cross – 911 Hang-Up
- 8-26-20 – 6800 Bandera Rd. – Assist Fire Department
- 8-26-20 – 6600 Peachtree – Patrol by
- 8-27-20 – 7000 Forest Way – 911 Hang-Up
- 8-27-20 – 6600 Bandera Rd. – Theft \$100 - \$750
- 8-27-20 – 6100 Forest Timber – Burglary
- 8-27-20 – 5900 Wurzbach Rd. – Disturbance
- 8-27-20 – 7200 Bandera Rd. – Violation of a City Ordinance
- 8-27-20 – 5900 Wurzbach Rd. – Theft
- 8-27-20 – 5600 Grissom Rd. – Animal bite
- 8-27-20 – 6400 Red Jacket – Burglary of a Habitation
- 8-27-20 – 5600 Grissom Rd. – Assault
- 8-27-20 – 5400 Bandera Rd. – Violation of city ordinance
- 8-27-20 – 6000 Mike Nesmith – Assault by contact
- 8-27-20 – 6700 Poss Rd. – Violation of a City Ordinance
- 8-26-20 – 6600 Bandera Rd. – Disturbance
- 8-26-20 – 7000 Bandera Rd. – Disturbance
- 8-26-20 – 6100 Wurzbach Rd. – Alarm
- 8-26-20 – 7000 Forest Way – Disturbance
- 8-26-20 – 7000 Bandera Rd. – Found Open Door
- 8-27-20 – 5500 Bandera Rd. – Suspicious Vehicle
- 8-27-20 – 6700 Bandera Rd. – Alarm
- 8-27-20 – 7400 Highstepper – Disturbance
- 8-27-20 – 5400 Caraway Bend – Suspicious Vehicle
- 8-27-20 – 7000 Weathered Post. – Suspicious Vehicle
- 8-27-20 – 7700 Linkwood – Found Open Door
- 8-27-20 – 6600 Huebner Rd. – Suspicious Vehicle
- 8-27-20 – 5500 Bandera Rd. – Suspicious Vehicle
- 8-27-20 – 6700 Bandera Rd. – Alarm
- 8-28-20 – 6500 Bandera Rd. – Crash
- 8-28-20 – 6500 Grissom Rd. – Crash
- 8-28-20 – 5200 Savory Glenn – Alarm
- 8-28-20 – 7400 Huebner Rd. – Crash
- 8-28-20 – 7100 Bandera Rd. – Welfare Check
- 8-28-20 – 5400 Daughtry Rd. – Disturbance
- 8-28-20 – 6200 Rue Sophie – Disturbance
- 8-28-20 – 7500 Linkside – Disturbance
- 8-28-20 – 7000 Bandera Rd. – Welfare Check
- 8-28-20 – 6100 Bandera Rd. – Crash
- 8-28-20 – 6800 Bandera Rd. – Welfare Check
- 8-28-20 – 6800 Timberhill – Theft <\$100

- 8-28-20 – 5400 Bandera Rd. – Alarm
- 8-28-20 – 5300 Blackberry – Alarm
- 8-29-20 – 6400 Evers Rd. – Violation of a City Ordinance
- 8-29-20 – 6300 Balky – Alarm
- 8-29-20 – 6500 Bandera Rd. – Alarm
- 8-29-20 – 5600 Evers Rd. – Disturbance
- 8-29-20 – 6700 Bandera Rd. – Welfare Check
- 8-29-20 – 6000 Bandera Rd. – Crash – Driving While Intoxicated
- 8-29-20 – 6800 Huebner Rd. – Alarm
- 8-29-20 – 6600 Bandera Rd. – Alarm
- 8-29-20 – 6600 Bandera Rd. – Crash
- 8-29-20 – 5000 Timberhill – Alarm
- 8-29-20 – 5900 Forest Knoll – Found Open Garage Door
- 8-29-20 – 6200 Forest Bend – Found Open Garage Door
- 8-29-20 – 6200 Sun Dial – Found Open Garage Door
- 8-29-20 – 6000 Rue Liliane – Found Open Garage Door
- 8-30-20 – 6100 Wurzbach – Crash
- 8-30-20 – 6700 Bandera Rd. – Alarm
- 8-30-20 – 6000 Forest Ridge – Assault
- 8-30-20 – 7500 Linkmeadow – Suspicious Person
- 8-30-20 – 5600 Evers Rd. – Disturbance
- 8-30-20 – 7000 Settlers Ridge – Welfare Check
- 8-30-20 – 6000 Rue Sophie – Disturbance
- 8-30-20 – 6600 Bandera Rd. – Welfare check
- 8-30-20 – 5600 Evers Rd. – Assault
- 8-31-20 – 5600 Bandera Rd. – Alarm
- 8-31-20 – 5900 Bandera Rd. – Credit Card Abuse
- 8-31-20 – 7400 Linklea – Alarm
- 8-31-20 – 6000 Bandera Rd. – Violation of a City Ordinance
- 8-31-20 – 5300 Wurzbach Rd. – Theft
- 8-31-20 – 5300 Wurzbach Rd. – Alarm
- 8-31-20 – 5300 Wurzbach Rd. – Criminal Trespass
- 8-31-20 – 6300 Locker Lane – Violation of a City Ordinance Animal at Large/Citation
- 8-31-20 – 6700 Sawyer Rd. – Theft \$750 - \$2500
- 8-31-20 – 6000 Grissom Rd. – Disturbance
- 8-31-20 – 6700 Bandera Rd. – Alarm
- 8-31-20 – 6800 Sawyer Rd. – 911 Hang-Up
- 8-31-20 – 6400 El Verde – 911 Hang-Up
- 8-31-20 – 5900 Wurzbach Rd. – Deadly Conduct
- 8-31-20 – 7000 Forest Meadow – Violation of Protective Order
- 8-31-20 – 5600 Bandera Rd. – Criminal Mischief
- 8-31-20 – 6400 Bandera Rd. – Crash
- 8-31-20 – 6400 El Verde – 911 Hang-Up
- 8-31-20 – 5900 Wurzbach Rd. – Disturbance
- 9-01-20 – 7200 Bandera Rd. – Suspicious Person
- 9-01-20 – 5300 Bandera Rd. – Welfare Check
- 9-01-20 – 6600 Bandera Rd. – Theft
- 9-01-20 – 7200 Bandera Rd. – Violation of a City Ordinance
- 9-01-20 – 6200 Bandera Rd. – Violation of a City Ordinance
- 9-01-20 – 7000 Bandera Rd. – Alarm
- 9-01-20 – 6800 Bandera Rd. – Alarm

- 9-01-20 – 6400 Bandera Rd. – Welfare Check
- 9-01-20 – 6700 Poss Rd. – Suspicious Person
- 9-01-20 – 6100 Walking Gait – Found Open Door
- 9-02-20 – 5900 Wurzbach Rd. – Suspicious Vehicle
- 9-02-20 – 7400 Highstepper – Suspicious Vehicle
- 9-02-20 – 6400 Bandera Rd. – Welfare Check
- 9-02-20 – 6100 Wurzbach Rd. – Alarm
- 9-02-20 – 6800 Bandera Rd. – Evading Arrest in a Vehicle
- 9-02-20 – 5900 Wurzbach Rd. – Theft
- 9-02-20 – 6800 Huebner Rd. – Crash
- 9-02-20 – 6200 Grissom Rd. – Welfare Check
- 9-02-20 – 6700 Poss Rd. – Violation of a City Ordinance
- 9-02-20 – 6400 Evers Rd. – Animal Bite
- 9-02-20 – 5600 N.W. Loop 410 – Criminal Mischief
- 9-02-20 – 5600 Bandera Rd. – Crash
- 9-03-20 – 5400 Bandera Rd. – Alarm
- 9-03-20 – 5400 Bandera Rd. – Theft \$750 - \$2500
- 9-03-20 – 5500 Bandera Rd. – Alarm
- 9-03-20 – 5500 Bandera Rd. – Alarm
- 9-03-20 – 6700 Timberhill – Suspicious Person
- 9-03-20 – 6800 Bandera Rd. – Suspicious Person
- 9-03-20 – 7200 Forest Meadow – Violation of a City Ordinance
- 9-03-20 – 5900 Trone Trail – Criminal Trespass Warning
- 9-03-20 – 7000 Bandera Rd. – Crash
- 9-03-20 – 5500 Bandera Rd. – Alarm
- 9-03-20 – 7000 Huebner Rd. – Crash
- 9-03-20 – 7200 Bandera Rd. – Crash
- 9-03-20 – 6300 Handsome Lake – Aggravated Assault with a Deadly Weapon
- 9-03-20 – 6300 Rue Marielyne – Disturbance
- 9-03-20 – 5600 Evers Rd. – Suspicious Person
- 9-03-20 – 6700 Huebner Rd. – Suspicious Person
- 9-04-20 – 5600 Grissom Rd. – Disturbance
- 9-04-20 – 6600 Bandera Rd. – Alarm
- 9-04-20 – 6400 Evers Rd. – Violation of a City Ordinance
- 9-04-20 – 7200 Bandera Rd. – Crash
- 9-04-20 – 7000 Bandera Rd. – Crash
- 9-04-20 – 5600 Evers Rd. – Criminal Trespass Warning
- 9-04-20 – 4700 Timco West – Alarm
- 9-04-20 – 6600 Bandera Rd. – Alarm
- 9-04-20 – 5600 Bandera Rd. – Crash
- 9-04-20 – 7000 Forest Way – 911 Hang-Up
- 9-04-20 – 6800 Bandera Rd. – Crash
- 9-04-20 – 7400 Linkwood Dr. – Damage to Property
- 9-04-20 – 6600 Bandera Rd. – 911 Hang-Up
- 9-04-20 – 7000 Bandera Rd. – Alarm
- 9-04-20 – 5900 Wurzbach Rd. – Welfare Check
- 9-04-20 – 5900 Bandera Rd. – Suspicious Person
- 9-04-20 – 5800 Forest Rim – Suspicious Circumstances
- 9-04-20 – 6000 Trone Trail – Animal Cruelty
- 9-05-20 – 7600 Linklea – 911 Hang-Up
- 9-05-20 – 7600 Linklea – Suspicious Circumstances

- 9-05-20 – 5600 Evers Rd. – 911 Hang-Up
- 9-05-20 – 6600 Cherryleaf – 911 Hang-Up
- 9-05-20 – 6600 Bandera Rd. – Alarm
- 9-05-20 – 6600 Bandera Rd. – Alarm
- 9-05-20 – 5900 Bandera Rd. – Violation of a City Ordinance
- 9-05-20 – 5900 Wurzbach Rd. – Welfare check
- 9-05-20 – 7600 Linklea – 911 Hang-Up
- 9-05-20 – 6800 Bandera Rd. – Violation of a City Ordinance
- 9-05-20 – 6000 Bandera Rd. – Crash
- 9-05-20 – 5600 Bandera Rd. – Violation of Protective Order
- 9-05-20 – 6100 Wurzbach Rd. – Crash
- 9-05-20 – 7100 Bandera Rd. – Alarm
- 9-05-20 – 5600 Evers Rd. – Disturbance
- 9-06-20 – 6400 Evers Rd. – Violation of a City Ordinance
- 9-06-20 – 5300 Savory Glen – Found Open Garage Door
- 9-06-20 – 5900 Wurzbach Rd. – Deceased Person
- 9-06-20 – 6700 Wurzbach Rd. – Criminal Trespass Warning
- 9-06-20 – 5900 Wurzbach Rd. – Disturbance
- 9-06-20 – 4900 N.W. Industrial – Alarm
- 9-06-20 – 6400 Evers Rd. – Suspicious Vehicle
- 9-06-20 – 5500 Bandera Rd. – Suspicious Person
- 9-06-20 – 7000 Settlers Ridge – Disturbance
- 9-06-20 – 5000 Timberhill – Disturbance
- 9-06-20 – 6900 Bandera Rd. – Evading Arrest in a Vehicle
- 9-06-20 – 5900 Bandera Rd. – Violation of a City Ordinance
- 9-06-20 – 6100 Bandera Rd. – Crash
- 9-06-20 – 6000 Grissom Rd. – Disturbance
- 9-06-20 – 6300 Rue Marielyne – Disturbance
- 9-06-20 – 6600 Bandera Rd. – Alarm
- Citations - 45
- Warnings – 56
- Criminal Investigation Unit
 - Cases Filed by CID, Two (2):
 - One (1) Burglary of Habitation
 - One (1) Unauthorized Use of Motor Vehicle
- Additional CID Activity
 - Sexual Assault-Known Suspect
 - Harassment
 - Two (2) Burglary of a Vehicle
 - Two (2) Hit and Run Investigations
 - Graffiti
 - Theft
 - Assault (Family/Bodily Injury)
- Code Enforcement
 - Twenty-seven (27) Violation of City Ordinance Door Tag Warnings Were Issued
 - Eighteen (18) Violation of City Ordinance Warning Letters Were Sent
 - No Violation of City Ordinance Citations Were Issued
 - Nine (9) Junk/Abandoned Vehicles were Tagged
 - Nineteen (19) Bandit Sign Complaints Were Resolved
 - Two (2) Noise Violations
 - Eleven (11) Graffiti Complaints

- Fourteen (14) Building Code Violations
- Twenty-Nine (29) Grass/High Weed Violations
- Seven (7) Trash/Debris Complaints
- Animal Control
 - Five (5) Violation of City Ordinance Animal Control Related Warning Letters Were Sent
 - Three (3) Animal Control Related Door Tag Warnings Were Issued
 - Three (3) Animal Control Related Citations Were Issued
 - Seven (7) at Large Dog Calls Were Responded. All Were Impounded and Returned to the Owners
 - Nine (9) Miscellaneous Animal Related Calls
 - Two (2) Reported Dog Attacks
 - One (1) Rabies/Vaccination Violation
 - Eleven (11) Wild Animal Calls
 - One (1) Dead Deer and Two (2) Dead Skunks Were Recovered
- Traffic Unit
 - Moving Violations 103
 - Non-Moving Violations 02
 - Warnings 32
 - VCO 04
 - Vehicles Impounded 03
- Impound Lot
 - Moving Violations 20
 - Non-Moving Violations 16
 - Warnings 01
 - VCO 01
 - Vehicles Impounded 01
- Community Service
 - The Leon Valley Police Department continues to take the lead in assisting Texas Special Olympics. The Police Department were asked to star in three sperate commercials that will be utilized over the next few months to highlight the organization. The officers also conducted a fundraiser that netted \$500 for South Texas Special Olympics.
- Training
 - Officer Rodriguez and Officer Barron attended Canine Encounters re-certification and Encounters with Hearing Impaired.
 - Ten (10) officers attended annual firearms requalification as required by the Texas Commission of Law Enforcement.

Fire Department

- The Fire Department is accepting donations for back to school supplies.
- The Flood warning system was put to the test twice in the last two weeks. The system will be monitored over the next few rain events to ensure appropriate notification is given. More details will be given in the upcoming weeks.
- The Flood Warning sirens will be having maintenance completed over the next few weeks.
- A representative from BCFS (Bexar County Family Services) educational program stopped by the fire department to shoot a video for immigrant children currently staying in San Antonio. Firefighter Leo Perez provided the video tour in Spanish for the children in the program.
- A shift Captain Jimmy Garcia gave an interview today to Telemundo news about the upcoming SA110 virtual tower climb event. The Fire Department and the Police Department will be participating in the event.
- Department Statistics from 8/27/2020 – 9/09/2020
 - Overall Responses

▪ Total Fire Department Calls for Service	77
▪ Average response time	4:52
○ Fire Services	
▪ Fire and Non-EMS Calls for Service to the community	18
▪ FERP (Flood Emergency Response Plan) Activation	02
○ EMS	
▪ Emergency Medical Service Calls for Service to the community	61
▪ COVID EMS Calls for Service	03
▪ Motor Vehicle Accident Calls for Service	06
○ Fire Marshal Services	
▪ Local Business Fire Inspections	20
▪ Plan Reviews	10
▪ Enforcement Citations	01
○ Mutual Aid	
▪ Mutual Aid Requested by the Fire Department	00
▪ Mutual Aid Requested from the Fire Department	05

Community Development Department

- 2018 Comprehensive Plan Update:
 - The Planning and Zoning Commission conducted interviews for two of the Planning firms that responded to the RFP at a Special Meeting held on September 3, 2020. The Commission anticipates making a recommendation to the City Council for the selection of a firm in early to mid-October 2020.
- Planning and Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, September 8, 2020. The following items were discussed:
 - SUP-2020-07 (Specific Use Permit) – A request for Firearms & Ammunition Sales at 5415 Bandera Road, Suite 509.
 - Discussion regarding potential amendments to the City’s Zoning Code regarding Residential Care Facilities in Single Family Zoning Districts.
 - The next regular Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, September 22, 2020. The following items are tentatively scheduled for consideration:
 - Discussion and potential action regarding potential amendments to the City’s Zoning Code regarding Residential Care Facilities in Single Family Zoning Districts.
 - PC-2018-05 (Replat) - A request for a Replat of Lots at 8 & 9, Block A, Linkwood Addition Subdivision; generally located at 7125 & 7129 Bandera Road.
 - Update and discussion regarding a proposed mixed-use and townhome development at 6758 Poss Road.
 - Discussion and potential recommendation regarding the awarding of a contract for planning services for an update to the city’s comprehensive master plan.
 - Board of Adjustment
 - The Board of Adjustment does not have any tentative meetings scheduled.
 - Plats
 - Staff has not received any new final plat or replat requests.
 - City Council
 - The Planning and Zoning Department has the following development-related Items scheduled for consideration at the September 15, 2020, City Council meeting:
 - SUP-2019-11 (Specific Use Permit) – A request for an SUP for an Automobile Lubrication Services at 6712 Bandera Road. (1st Reading)

- CA-2020-02 (Code Amendment) - An amendment to the Zoning Code is removing all provisions regulating signage in the Sustainability, Commercial-Industrial, and Gateway Overlay Districts. (1st Reading)
- CA-2020-02 (Code Amendment) – An amendment to Article 3.04, Sign Code of the City of Leon Valley Code of Ordinances. (1st Reading)
- SUP-2019-07 - A Request by ARCA FV Properties, LLC, for a Specific Use Permit for Entertainment-Outdoor Use at 999 Shadow Mist. (1st Reading)
- Permitting and Records
 - Received 45 Building Permit Applications (including trade permits)
 - Issued 35 Building Permits (including trade permits)
 - Issued 4 Certificates of Occupancy
 - Audio by Art - 7350 Reindeer Trail
 - Nester Enterprises - 7326 Reindeer Trail
 - Fruits for Thoughts - 6519 Bandera Rd
 - Timber Hill Apartments - 5072 Timberhill, Building 9

Business Relations - Economic Development

- Attended Team meeting concerning violations at 6555 Bandera – Southwest Farmers Market 08/26/2020
- AACOG Webinar: Economic Development Workshop #3 in series - 08/27/2020
- Chmura Webinar: How to reopen Job Centers without Getting People Sick – 08/28/2020
- Attended Team meeting concerning unresolved issues at Seneca Plaza – 08/31/2020
- EDCD Check presentation to 7036 Bandera – Tuxedo Jones 08/31/2020
- Facilitated teleconference call: White House Briefing – 09/02/2020
- AACOG Webinar: Economic Development Workshop #4 in series – 09/2/2020
- Attended 2nd team meeting with potential re-development of 6820 Bandera, which included renderings – 09/3/2020
- Facilitated meeting with the business owner of Righteous Cuts, concerning relocating in Leon Valley - 09/08/2020
- Responded to multiple inquiries as a point of contact between Ascension DePaul Services and City of Leon Valley to formalize the program and develop step-by-step procedures
- Collaborated with Maribel Mendoza to isolate issues with live launch of Local Intel analytics
- Completed and successful passed Oklahoma University 9-week online class – Entrepreneur and Small Business Development – 09/08/2020
- Continued Small Business Mask distribution – in-person
- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Maintained ON IT workbook
- Audit:
 - Economic Development welcome in-person delivery of Certificate of Occupancy:
 - 6409 Bandera – Castle Hills Family Practice
 - 6420 Bandera #a & B – Nora’s Agency
 - 6553 Bandera – Rely Signs
 - 6812 Bandera #119 – Bethel Covenant Church
 - 7346 Reindeer Trail – Becker Furniture
 - 5408 Daughtry – Jubilee Sendero
 - 5408 Bandera #128 – Haifa Wholesale
 - 5405 Bandera #117 – Total Care DME
 - 5504 Bandera #507 – Hybrid Heat and Air
 - 6915 Bandera #101 – The Colour Room Salon
 - 5504 Bandera #514 - Top Coat Epoxy and Staining

- Ongoing 2020 Business Audit to ensure Leon Valley Businesses have a valid certificate of occupancy.
- Business Code Enforcement:
 - 5700 Wurzbach – Sunset Plaza – Notice of violation for outside storage of POD – LETTER
 - 7500 Eckhart – Investigate complaints of business fence – determined to be a civil matter
 - 5700 Wurzbach – Sunset Plaza – Final Notice to remove POD – Call to POD owner
 - 6555 Bandera – Southwest Farmers Market – Outside storage, debris, and high weeds – LETTER
 - Cease and Desist:
 - None

City Secretary

- Prepared, posted and drafted City Council agendas.
- Worked on City Council Minutes.
- Completed Minutes for the Ethics Review Board; and drafted, posted agenda and sent out meeting packets.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted Lion’s Roar Articles.
- Finalized, received attorney approval and then submitted November 3rd Ballot to Bexar County Elections.
- Worked on election items.
- Continued thorough review of all Council/Manager budget accounts in preparation of closing of fiscal year.
- On-Going Current Projects:
 - Working on an amendment to the Code of Ordinances to allow for city-wide garage sales.
 - Working on a Contract Management Program.
 - Working on revisions to other policies to present to the City Manager.

Open Records Request Coordinator

- Since the last report, we received 18 open record requests. As requested by City Council, we include the names of those who submitted the 18 requests. The requestors were:
 - James Lee
 - Donald Smith
 - Andrei K. Lagergren
 - Amanda Bergquist
 - Toni Lozane
 - Carole Bartholomew
 - Samantha Crane
 - Tim Humble
 - Suma Sureshchandra
 - Zack Rose
 - Hubert W. Lange
 - Garret Saylor
 - Alexandra Herrera Maximo Contreras
 - Justin Pulliam
 - David Taylor
 - Matthew Hodde
 - Eric Chung
 - Lizbeth Savage
- The Leon Valley Police Department processed 44 open record request for incident/crash reports.
 - Joined the “Stop Repetitive Records Requests” webinar on Thu, Sep 3, 2020

Library

- Circulation Statistics (Curbside)
 - August Total: 632
- Members Saved (by using the library | books only)
 - August Total: \$6,855.23
 - Year to Date Total: \$97,709.74
- Upcoming Programming (September 2020)
 - School Age Crafts
 - Geared towards 1st – 5th grade students
 - Supplies will be available on the library porch for pick up
 - Tuesdays at 4:30 pm.
 - September 15: Decorative Cube
 - September 22: Catapult
 - September 29: Kaleidoscope
 - Adventurer's Club
 - Geared towards preschoolers
 - New letter of the alphabet every week
 - Wednesdays at 10:30 am.
 - Follow-up Craft supplies will be available on the library porch for pick up at 11:30
 - Online Storytime
 - Geared towards 18-months to 3-year-olds
 - Thursdays at 10:30 am.
 - Follow-up Craft supplies will be available on the library porch for pick up at 11:30
 - LEGO Challenge Reveal
 - Geared towards Elementary age students & up
 - September 12th at 11:00 am.
 - Teen & Adult Crafts
 - Geared for teens and adults
 - September 19th at 11:00 am
 - Supplies will be available on the library porch for pick up.
 - Community Coffee
 - September 25th at 10:00 am

Upcoming Events:

- Regular City Council Meeting is scheduled for Tuesday, September 15, 2020, at 4:00 p.m. in Council Chambers the meeting will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Next Regular City Council Meeting Tuesday, October 6, 2020, at 5:15 p.m. in Council Chambers.
- All City hosted events have been postponed until further notice.
 - All committee, board, and commission meetings are being conducted on an as-needed basis.
 - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, September 22, 2020, if necessary.
- Patriot's Day, Friday, September 11, 2020, at 7:00 p.m. at the Veteran's Park
- Last day to Register to Vote in the November 03, 2020 Election, Monday, October 05, 2020.
- Early Voting, Tuesday, October 13, 2020, through Friday, October 30, 2020.
- Election Day, Tuesday, November 03, 2020.